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high-ranking officials in an international environment*

Position Vacancy: Supervisory Financial Management Analyst (TOKYO)
VACANCY ANNOUNCEMENT: 227

OPEN TO: All Interested Candidates
POSITION: **Supervisory Financial Management Analyst FSN-450 (position number A53121)**
*FSN-9, **FS-5 Step 1 thru 4 (Trainee);
*FSN-10, **FS-5 Step 5 thru 14 (Full Performance)
OPENING DATE: December 8, 2004
CLOSING DATE: December 22, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: **Not-Ordinarily Resident: FS-5 US\$37,694 p.a. (Trainee salary)
**Not-Ordinarily Resident: FS-5 US\$42,425 p.a. (Full Performance salary)
(Position Grade: FS-5 is confirmed by Washington)
*Ordinarily Resident: FSN-9 ¥10,428,220 p.a. (Trainee salary)
*Ordinarily Resident: FSN-10 ¥11,340,565 p.a. (Full Performance salary)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
4. Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax.

THE U.S. EMBASSY IS SEEKING: a Supervisory Financial Management Analyst in the Financial Management Center, Tokyo. This position supervises 5 Financial Management Analysts, advises Cashier's Office and Voucher Branch supervisors, and serves as the ranking FSN within the Financial Management Center (FMC). Incumbent reports directly to the Financial Management Officer (FMO), acts as coordinator for the Serviced Post Financial Management System (SPFMS) and other financial accounting systems, and oversees fiscal processing for U.S. Mission Japan Posts. Incumbent will supervise budget preparation and execution, perform special projects, and advise senior Embassy officials, as needed regarding significant financial policy decisions.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

--- AT TRAINEE LEVEL ---

1. Education: Degree from university, college, or technical institution is required.

2. Prior Work Experience: At least 3 years of progressively responsible financial analysis, budget, accounting, or other closely related experience is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required.
4. Knowledge: Knowledge of complex financial forecasts and budgets, as well as the application of Generally Accepted Accounting Principles (GAAP) is required. Knowledge of local public and private institutions and ability to obtain financial information from them (i.e. cost information) is required.
5. Skills and Abilities: Advanced financial analysis skills including the ability to conduct presentations to committees and senior management; management skills including the ability to manage a medium size staff in a high volume and occasionally high stress environment; strong customer service skills and the ability to resolve conflicts, explain regulatory policies, advocate supported agencies' financial requirements and formulate persuasive justification is required.
6. Post Entry Training: Full Financial Management Officer course at FSI upon entry is required. On-the-job training to include USG appropriation and budget processes, SPFMS operation, ICASS cost distribution system, Mission Program Plan resources, Washington's provision of funding, and serviced agencies' regulations.

--- AT FULL PERFORMANCE LEVEL ---

1. Education: Degree from university, college, or technical institution is required.
2. Prior Work Experience: Seven years progressively responsible financial analysis, budget, accounting, or other closely related experience is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required.
4. Knowledge: Understanding of USG appropriation and budget processes and related regulatory/legal provisions; Understanding of supported agencies' programs/projects and related financial management procedures; understanding of and ability to operate SPFMS, the ICASS cost distribution system and the Mission Program Plan resource planning table; understanding of various Washington offices and their provision of funding for Post under both post-held allotments and Washington-held allotments; understanding of local public offices and private institutes in order to obtain information in the preparation of budgets; and Generally Accepted Accounting Principles (GAAP) and financial forecasting knowledge is required.
5. Skills and Abilities: Advanced financial analysis skills including the ability to conduct presentations to committees and senior management; management skills including the ability to manage a medium size staff in a high volume and occasionally high stress environment; strong customer service skills and the ability to resolve conflicts, explain regulatory policies, advocate supported agencies' financial requirements and formulate persuasive justification is required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact Human Resources.

SUBMIT APPLICATION TO:

POINT OF CONTACT:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. EFM: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. AEFM: An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or Uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

An Equal Opportunity Employer